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**SUBJECT: PROCESSING REQUESTS FOR CAMPUS FACILITIES RENOVATION  
AND REMODELING**

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- I. PURPOSE: To outline the method of requesting facilities modifications.
  
- II. POLICY:
  - A. Upon termination of existing use, all office and building space automatically reverts back to the space inventory pool, as managed by Plant Operations.
  - B. Deans and department chairs are not authorized to reassign space from one University department to another.
  - C. Requests for facilities space modification and [re] assignment must be submitted to the Campus Planning Committee for consideration. See Policy #13.31.
  
- III. REQUESTING CAMPUS SPACE:
  - A. The requestor or requesting department shall prepare a Facility Form with supportive documentation and proposed facility space modification or assignment. Form must be endorsed by appropriate dean or director as well as signed by the provost or vice president.
  - B. The Campus Planning Committee reviews the requests and takes action on proposals.
  - C. The committee will respond to requestor/requesting department with the outcome of the committee's decision.